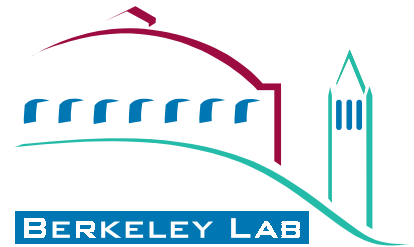
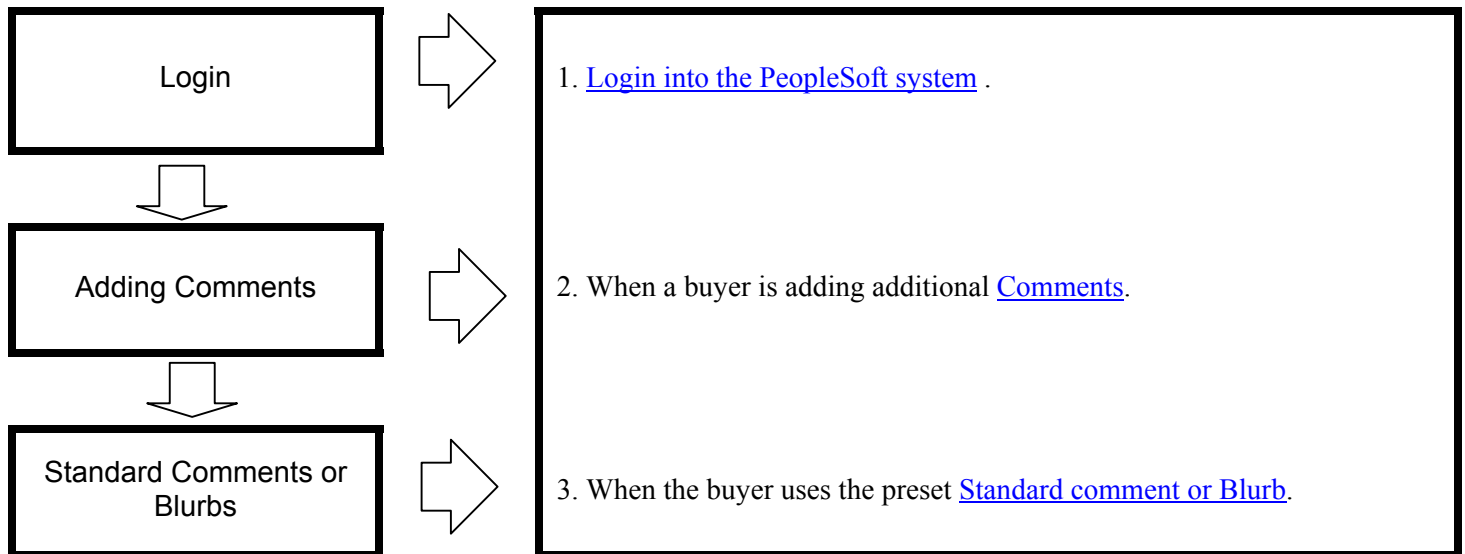


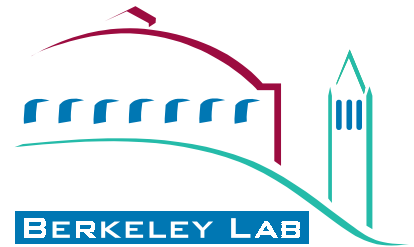
How do I add Comments & Blurbs to a PO?



When the buyer is required to add specific comments or standard blurbs to a purchase order.



How do I add Comments & Blurbs to a PO?



Step 1: Login

- Launch the PeopleSoft Signon from the Novel Application launcher.
 - Connection type “Oracle” (Defaulted)
 - Database Name “FMSPRD” (Defaulted)
 - Enter your login name. (UPPERCASE only)
 - Password is your login name (lowercase only)
- Click “OK”

PeopleSoft Signon

PEOPLE
Soft

PeopleTools 7.62
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Enter Signon Information Below:

Connection Type: Oracle

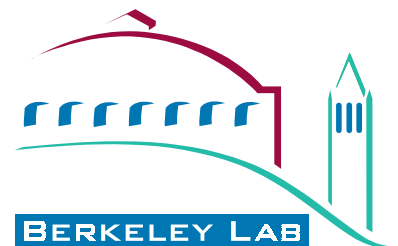
Database Name: FMSPRD

Operator ID: JPSPEROS

Password:

OK Set Password... Cancel

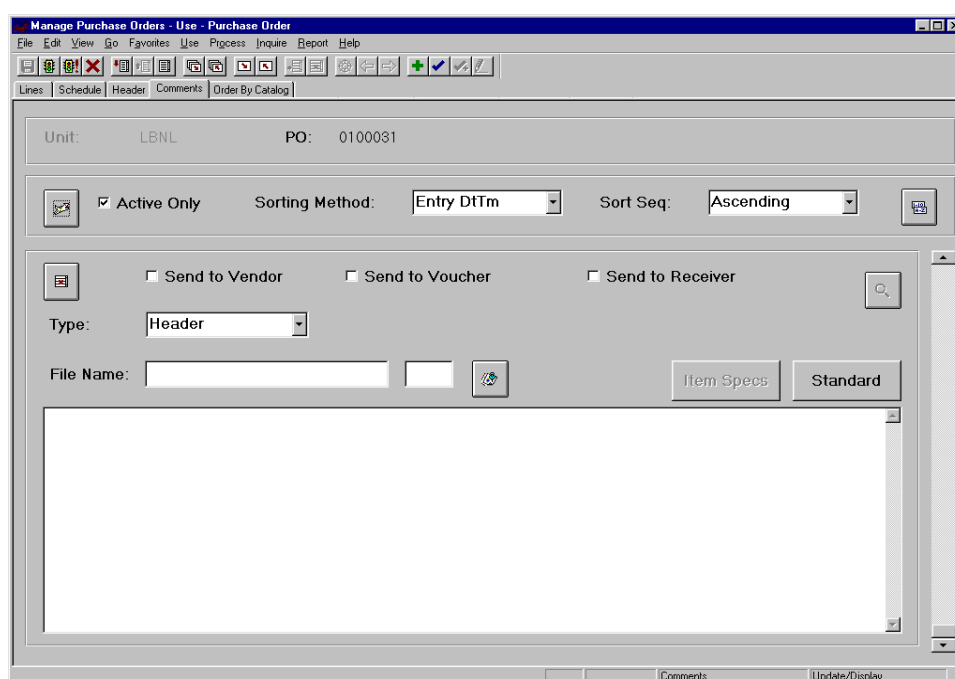
How do I add Comments & Blurbs to a PO?






Step 2: Adding Comments & Blurbs

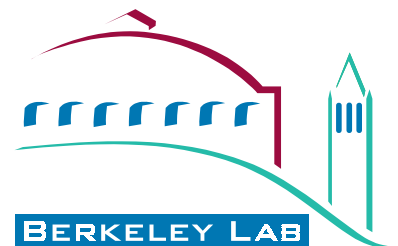
Entering Purchase Order Comments



You can enter any number of comments for each of your purchase orders. The system automatically assigns a comment number for each comment you enter for the current purchase order. By selecting a comment type, you can make your comment specific to the purchase order Header, a specific purchase order Line, or a Ship To Location.



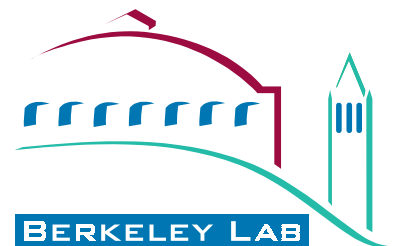
	Click the Load Comments button to retrieve the already established comments for this Purchase Order. If you check the Active box, the system will retrieve only the comments that are active.
Sorting Method and Sort Seq	When reviewing comments, you can sort them in Ascending or Descending order by Public, Line, or EntryDtTm. Public comments are comments that appear on the document you send to the vendor.
	Click the Comment Sort button to perform the comment sort.
	Click the Delete button to deactivate a current comment.

How do I add Comments & Blurbs to a PO?



Send To Vendor, Voucher, & Receiver	<p>Send to Vendor: to have vendor comments appear on the dispatched Purchase Order.</p> <p>Send to Voucher: to have the PO comments be sent to the Voucher header field.</p> <p>Send to Receiver: to have the PO Comments sent to the receiver.</p>
Type	<p>Identifies the Type of comments you are creating. Your choices are Header, Line or Ship To comments.</p> <p>If your comments pertain to the entire Purchase Order, use Header comments. If they are specific to one Line but pertain to all Schedules, use Line comments. If your comment is about shipping instructions, use Ship To comments.</p>
	To attach a file to this Purchase Order, enter the File Name and its DOS extension. To view the file, press the Launch File button next to the file extension.
	If this Purchase Order originated from a Requisition, Request For Quote or a Contract and the source document contained comments, you will see the originating document ID. You can click the Go To Source button to view the original document.
Item Specs	Not Applicable at LBNL

How do I add Comments & Blurbs to a PO?



Step 3: Adding Blurbs or Standard comments

Click the Standard button to apply standard comments as shown in this panel:

The image shows a 'Standard Comments' dialog box with the following fields and values:

Field	Value
Action:	Cut and Paste
Std Type:	ALL
Comment ID:	2008
Eff Date:	05/02/2002
Status:	Active
Descr:	
Short Descr:	

Buttons: OK, Cancel

Select the Action: **Cut and Paste**, **Include As**, or **Save As**.

Cut and Paste

You can choose a standard comment type and comment ID for modification. If you choose cut and paste, the comment you select will be made available on the Comments panel. From here, you use it as is or modify it in any way. This will not affect the Standard Comment you chose it from.

Include As

You can choose a standard comment type and comment ID to be copied to your Purchase Order comments. If you choose **Include As**, the standard comment will be copied to your Purchase Order comments as it is. You will not be able to modify or add to the text on the comments panel. You can, however, use the Include As multiple times to include more than one standard comment.

Save As

You can use the **Save As** feature to save the comment you just entered as a new Standard Comment type and Comment ID. The **Effective Date**, **Status**, **Descr** and **Short Descr** will become available for entry. The Comment Std Type must exist, but the Comment ID can be new. If the Comment ID already exists, you can still add your comments as long as the effective date is new. If you choose to overwrite an existing Standard Comment, you will be given that choice.

Add any number of comments regarding the Purchase Order. The Comment Nbr is automatically incremented for each of your comments.